

EMPLOYEE RIGHTS

UNDER THE FAIR LABOR STANDARDS ACT • THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

FEDERAL MINIMUM WAGE

\$5.85 *per hour*

BEGINNING JULY 24, 2007

\$6.55 *per hour*

BEGINNING JULY 24, 2008

\$7.25 *per hour*

BEGINNING JULY 24, 2009

Overtime Pay

At least $1\frac{1}{2}$ times your regular rate of pay for all hours worked over 40 in a workweek.

Youth Employment

An employee must be at least **16** years old to work in most non-farm jobs and at least **18** to work in non-farm jobs declared hazardous by the Secretary of Labor. Youths **14** and **15** years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

- No more than –
- **3** hours on a school day or **18** hours in a school week;
- **8** hours on a non-school day or **40** hours in a non-school week.

Also, work may not begin before **7 a.m.** or end after **7 p.m.**, except from **June 1** through **Labor Day**, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment. For more information, visit the YouthRules! Web site at www.youthrules.gov.

Tip Credit

Employers of “tipped employees” must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee’s tips combined with the employer’s cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

Enforcement

The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action.

Civil money penalties of up to \$11,000 per violation may be assessed against employers who violate the youth employment provisions of the law and up to \$1,100 per violation against employers who willfully or repeatedly violate the minimum wage or overtime pay provisions. This law *prohibits* discriminating against or discharging workers who file a complaint or participate in any proceedings under the Act.

Additional Information

- Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions.
- Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.

- Some state laws provide greater protections; employers must comply with both, higher standard applies.
- The law requires employers to display this poster where employees can readily see it.
- Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.
- Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

For additional information:

1-866-4-USWAGE (1-866-487-9243)

TTY: 1-877-889-5627

www.wagehour.dol.gov

ALERT!

Utah Wage and Employment Standards

The Employment Standards Bureau of the Utah Labor Commission administers the Utah Payment of Wages Act, the Utah Minimum Wage Act and the Employment of Minors Act.

Under the Utah Payment of Wages Act, an employee must be paid at least twice a month, employees who quit must be paid their final wages at the next regular payday and employees who are involuntarily terminated must be paid all final wages within 24 hours of the time of separation. The Utah minimum wage law applies to all Utah employers. It is consistent with the federal minimum wage law. The Utah minimum wage rules establish an employer’s cash wage obligation of \$2.13 an hour for tipped employees and the crediting of tips toward the minimum wage. The Employment of Minors Act contains standards consistent with those administered by the U.S. Department of Labor to promote the health and safety of minors in the Utah workplace. There are some differences between the Utah and Federal Employment of Minors statutes. Between the two, the stricter standard applies to the employer. All other standards under these laws including the relevant administrative rules are accessible at: www.laborcommission.utah.gov.

Your Rights under the Family and Medical Leave Act of 1993

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to “eligible” employees for certain family and medical reasons. Employees are eligible if they have worked for their employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles. The FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances.

- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For Additional Information:

If you have access to the Internet visit our FMLA Web site: www.dol.gov/esa/whd/fmla

To locate your nearest Wage and Hour Office, call our toll-free information and help line call **1-866-4USWAGE (1-866-487-9243)**, a customer service representative is available to assist you with referral information from 8 a.m. to 5 p.m. in your time zone,

or log onto the DOL home page at: www.wagehour.dol.gov

U.S. Department of Labor • Employment Standards Administration Wage and Hour Division • Washington, D.C. 20210
WH Publication 1420 Revised August 2001
U.S. GOVERNMENT PRINTING OFFICE 2001-476-344/4905

NOTICE • MILITARY FAMILY LEAVE

On January 28, President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

(1) New Qualifying Reason for Leave. Eligible employees are entitled to up to 12 weeks of leave because of

“any qualifying exigency” arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute, this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type

of leave to qualifying employees.

(2) New Leave Entitlement. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the servicemember. This provision became effective immediately upon enactment. This

military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments web site at http://www.dol.gov/esa/whd/fmla/NDAA_fmla.htm.

NOTICE: EMPLOYEE POLYGRAPH PROTECTION ACT

The Employee Polygraph Protection Act prohibits most private employers from using lie detector tests either for pre-employment screening or during the course of employment.

PROHIBITIONS

Employers are generally prohibited from requiring or requesting any employee or job applicant to take a lie detector test, and from discharging, disciplining, or discriminating against an employee or prospective employee for refusing to take a test or for exercising other rights under the Act.

EXEMPTIONS *

Federal, State and local governments are not affected by the law. Also, the law does not apply to tests given by the Federal Government to certain private individuals engaged in national security-related activities.

The Act permits polygraph (a kind of lie detector) tests to be administered in the private sector, subject to restrictions, to certain prospective employees of security service firms (armored car, alarm, and guard), and of pharmaceutical manufacturers, distributors and dispensers.

The Act also permits polygraph testing, subject to restrictions, of certain employees of private firms who are reasonably suspected of involvement in a workplace incident (theft, embezzlement, etc.) that resulted in economic loss to the employer.

Guidance on “disabling and serious” includes, but is not limited to the following: any injury or illness resulting in immediate admittance to the hospital, permanent or temporary impairment in which part of the body is made functionally useless or is substantially reduced in efficiency on or off the job which would usually require treatment by a medical doctor (examples of such injuries are any amputation, fracture, deep cuts, severe burns, electric shock, sight impairment, loss of consciousness, and concussions); illnesses that could shorten life or significantly reduce physical or mental efficiency by inhibiting the normal function of a part of the body (examples of such illnesses include cancer, silicosis, asbestosis, byssinosis, hearing impairment and visual impairment).

Inspections, Citations, and Proposed Penalties

UOSH may enter at reasonable times without delay any work place where work is performed by an employee of an employer and inspect or investigate. UOSH may interview a reasonable number of employees to determine compliance with the Act of UOSH standards or rules. A Citation will be issued if UOSH has reason to believe that an employer is in violation of the Act of UOSH standards or rules. A serious violation of the UOSH Act will be assessed a proposed penalty of not less than \$250 or more than \$7,000. Other Than Serious violations may be assessed a proposed penalty of not to exceed \$7,000. Willful or Repeated violations may be assessed a proposed penalty not to exceed \$70,000. Failure to correct or abate a violation may result in additional penalties not to exceed \$7,000 for each day the violation is not corrected.

Contests and Appeals

You may request an informal review of any citation, proposed penalty or abatement period. Informal reviews do not stay the 30 days in which an employer must file a contest for a formal hearing before the Labor Commission. The Labor Commission will provide an adjudica-

tive hearing if an employer files a written notice of contest with the Administrator within 30 days of receipt of the Citation or Proposed Penalties. Upon expiration of the 30 day period the Citation and Proposed Penalties are final and not subject to review by any court or agency.

The Federal Occupational Safety and Health Administration monitors the UOSH program. Any person may make a complaint regarding the administration of the UOSH program to the OSHA Regional Office, 1999 Broadway, Suite 1690, Denver Colorado 80202-5716. Telephone 720-264-6550 or 1-800-321-OSHA.

The Utah Occupational Safety and Health Act of 1984 (UOSH Act), assures safe and healthful working conditions for working men and women throughout the State of Utah. The Utah Occupational Safety and Health Division of the Utah Labor Commission, has the primary responsibility for administering the UOSH Act. The rights listed here may vary depending on the particular circumstances.

To file a complaint, report an emergency, or seek UOSH advice, assistance, or products, call 1-801-530-6901 or 1-800-530-5090. To file a complaint online or obtain more information on UOSH programs, visit UOSH’s Web site at www.uosh.utah.gov.

For a poster in Spanish go to: http://laborcommission.utah.gov/Utah_Occupational_Safety___Hea/Materials_Available/Poster-Spanish/poster-spanish.html

1-801-530-6901 • 1-800-530-5090

www.uosh.utah.gov



Equal Employment Opportunity is THE LAW

Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under the following Federal authorities:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, prohibits job discrimination because of disability and requires affirmative action to employ and advance in employment qualified individuals with disabilities who, with reasonable accommodation, can perform the essential functions of a job.

VIETNAM ERA, SPECIAL DISABLED, RECENTLY SEPARATED, AND OTHER PROTECTED VETERANS

38 U.S.C. 4212 of the Vietnam Era Veterans’ Readjustment Assistance Act of 1974, as amended, prohibits job discrimination and requires affirmative action to employ and advance in employment qualified Vietnam era veterans, qualified special disabled veterans, recently separated veterans, and other protected veterans. Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), Employment Standards Administration U.S. Department of Labor, 200 Constitution Avenue, N.W. • Washington, D.C. 20210 or call (202) 693-0101, or an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

Private Employment, State and Local Governments, Educational Institutions

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under the following Federal laws:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex or national origin.

DISABILITY

The Americans with Disabilities Act of 1990, as amended, protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, classification, referral, and other aspects of employment on the basis of disability. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination on the basis of age in hiring, promotion, discharge, compensation, terms, conditions or privileges of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act of 1964, as amended (see above), the Equal Pay Act of 1963, as amended, prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment. Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by all of these Federal laws. If you believe that you have been discriminated against under any of the above laws, you should contact immediately:

The Utah Labor Commission, Utah Antidiscrimination and Labor Division (UALD), is charged with the responsibility of enforcing the Utah Antidiscrimination Act of 1965, found at Utah Code Annotated, Title 34A Chapter 5. The Act prohibits employment discrimination on the bases of race, color, national origin, gender, religion, age and disability. Utah’s law also prohibits employment discrimination on the basis of pregnancy, childbirth, or pregnancy related conditions. Additionally, based on a work share contract and agreement with the Equal Employment Opportunity Commission (EEOC), the UALD is empowered to act as an agent of the EEOC and has authority to enforce Title VII of the 1964 Civil Rights Act, the Age Discrimination in Employment Act and the Americans with Disabilities Act. Anyone, who believes they have been subjected to discrimination on the bases set out above should contact the UALD to process and file a charge of discrimination. The UALD may be contacted at: (801) 530-6801 or toll free at 1-800-222-1238 or visit our Web site at www.utah.gov

UTAH JOB SAFETY & HEALTH PROTECTION

You Have a Right to a Safe and Healthful Workplace
IT’S THE LAW!

EMPLOYEES

- You have the right to notify your employer or UOSH about workplace hazards. You may ask UOSH to keep your name confidential.
- You have the right to request a UOSH inspection if you believe that there are unsafe and unhealthful conditions in your workplace. You or your representative may participate in the inspection.
- You can file a complaint with UOSH within 30 days of discrimination by your employer for making safety and health complaints or for exercising your rights under the UOSH Act.
- You have a right to see UOSH citations issued to your employer. Your employer must post the citations at or near the place of the alleged violation. You may request an informal review of the abatement period granted to the employer.
- Your employer must correct workplace hazards by the date indicated on the citation and must certify that these hazards have been reduced or eliminated.
- You have the right to copies of your medical records or records of your exposure to toxic and harmful substances or conditions.
- Your employer must post this notice in your workplace.

EMPLOYERS

You are required to notify UOSH at 801 530-6901, within 8 hours of occurrence, of all fatalities, disabling, significant and serious injuries or illnesses to workers. Tools, equipment, materials or other evidence that might pertain to the cause of such accident shall not be removed or destroyed until so authorized by the Labor Commission or one of its Compliance Officers. You are also required to investigate all worker injuries or occupational disease incidents.

Download all required labor law posters at no charge. Go to jobs.utah.gov.

Employer 101 Labor Law Basic Training

Online federal and state compliance information:

<http://jobs.utah.gov/edo/laborlaw/>

This complimentary poster is provided to you by the Utah Department of Workforce Services

Note: This poster is designed to fulfill five federal workplace posting requirements as of 8/1/07. It does not necessarily fulfill ALL workplace posting requirements.

For a complete listing of all federal labor law posters visit www.dol.gov/osbp/sbrefa/poster/matrix.htm

jobs.utah.gov

1-888-920-WORK (9675)

